

The University Archives



Indiana State University

Mission

The University Archives is the repository of the official records of Indiana State University. It accessions such records by authority of the university's administration, assumes custodial responsibility, organizes them for controlled access, and provides services to users. It also collects personal papers and related materials which document the university's people, policies, and events.

The archives' goal is to serve the administrative, academic, and public information needs of the university and local communities.

Holdings

Administrative Records

Correspondence Files

Minutes and Reports

Financial Records

Student Records

Personnel Records

Student Organizations Records

University Publications

Newsletters and Brochures

Faculty Collections

Theses and Dissertations

Photographs



Service

Reference

- historical research support and finding aids
- documents transfer and delivery on campus
- archival control for easier information retrieval
- photoduplication
- public programming for ISU

Records Management

- consultant service for files control and record storage
- records retention and transfer scheduling
- records inventory and appraisal based on university policy and the Indiana public record laws
- preservation of faculty/staff collections and personal papers

Records Storage

- centralized, controlled storage of university records
- security and access restriction controls

What You Should Do

Retain all official records created in your unit of the university.

Save potentially valuable materials which have an inherent historical, aesthetic, or informational value.

Call the archivist for a records appraisal, to schedule the transfer or destruction of records, or arrange for the possible donation of records.

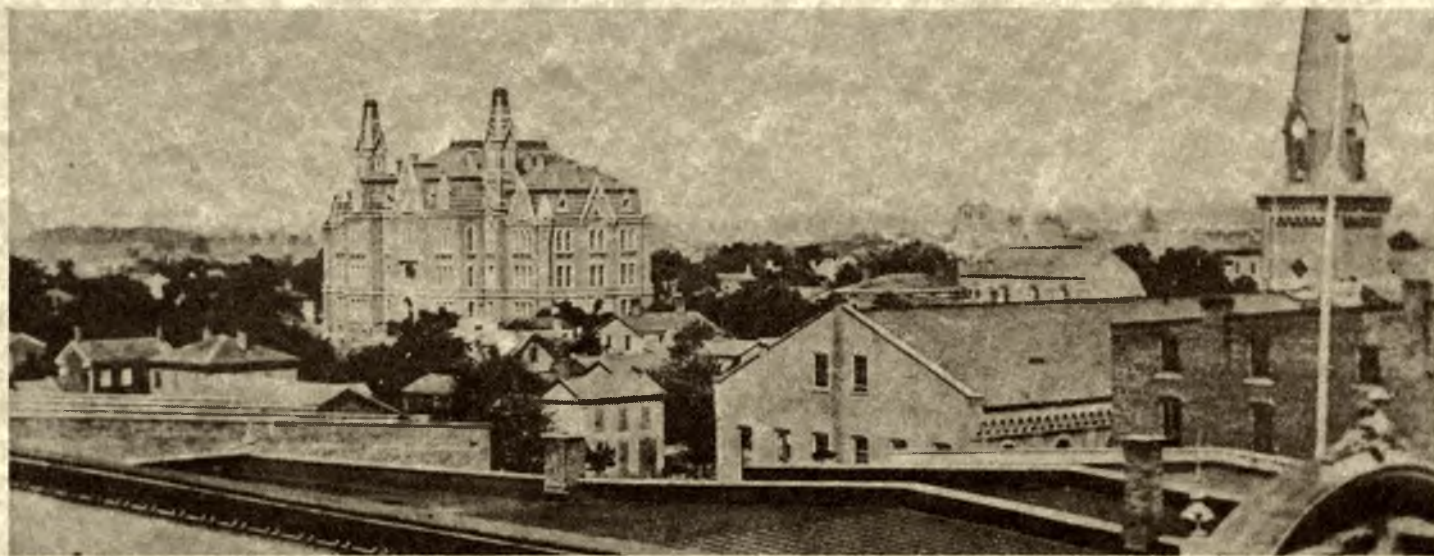
Contact

J. Thomas Brown
University Archivist
Indiana State University
Terre Haute, Indiana 47809
(812) 237-2613



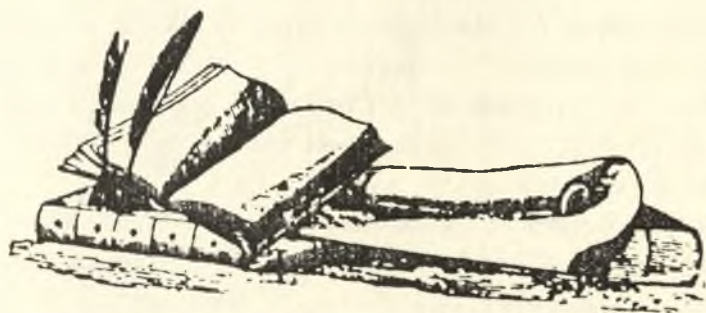


Indiana State
University



Indiana State Normal School, Terre Haute, Indiana 1870-1888

THE MARTIN PHOTOGRAPH COLLECTION:
PRESERVING A
UNIVERSITY'S PORTRAIT



UNIVERSITY ARCHIVES
INDIANA STATE UNIVERSITY

MARTIN PHOTOGRAPH COLLECTION

UNIVERSITY ARCHIVES • INDIANA STATE UNIVERSITY

The Martin Photograph Shop, located in Terre Haute on Wabash Avenue for 70 years, was recognized as one of the finest portrait and commercial studios in the region. In 1976, Mr. and Mrs. Kenneth Martin donated approximately 35,000 photographic prints and negatives to Indiana State University. This collection is a diverse and uniquely complete pictorial record of Indiana State from the 1920s to the 1970s.

The Martin photographs document more than 50 years of growth, social activities, events, sports, and personalities which comprise the history of Indiana State University. The collection contains portraits, informal groups, news and sports photos, campus scenes, Homecoming and Commencement photos, and a wide variety of candid shots.

The Martin Photograph Shop provided the photography for the *Sycamore Yearbook* and recorded most campus events for many years. The University Archives relies heavily on the historical record contained within the Martin photographs to visually present the history and heritage of Indiana State University and the community it serves. Now housed in the University Archives, the Martin Photograph Collection comprises an unique "family album" for Indiana State University.

Thanks to the hard work and generosity of the Martin family, the University possesses one of the most comprehensive institutional photograph collections in the country.

J. Thomas Brown
University Archivist

Supported by an

Indiana Heritage Research Grant

A joint effort of the Indiana Historical Society
and the Indiana Humanities Council

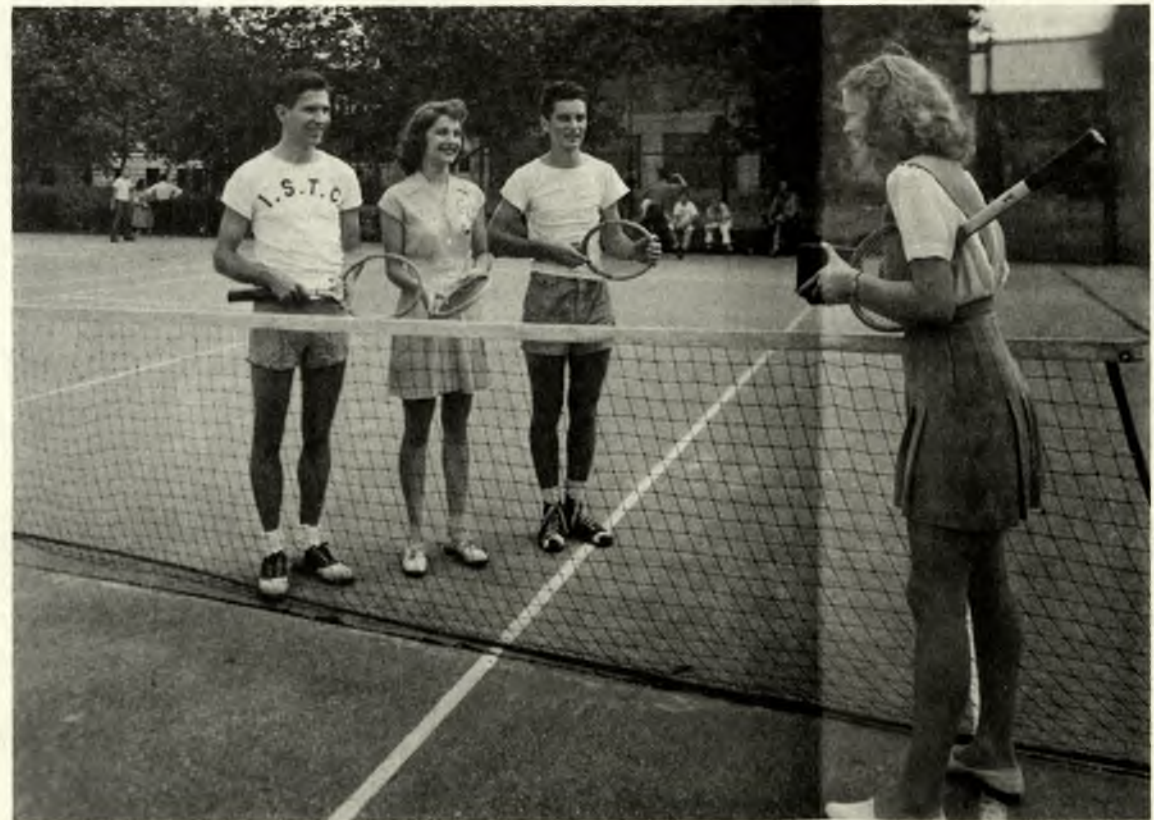


INDIANA HERITAGE RESEARCH GRANT

THE MARTIN PHOTOGRAPH COLLECTION: PRESERVING A UNIVERSITY'S PORTRAIT

The University Archives at Indiana State University has received a grant from the Indiana Humanities Council and Indiana Historical Society to assist with the preservation of the Martin Photograph Collection.

The project is designed to arrange and preserve the Martin Photograph Collection at Indiana State University. During the 1991-92 grant period, Project Archivist Mary-Margaret Byerman Bowles will arrange and inventory the collection and provide necessary preservation of prints and negatives by re-housing materials in acid-free, archival quality sleeves and folders. The project will also begin planning for cataloging the collection in an automated data base capable of producing a printed list of the entire collection.



No. 37612 Four Tennis Players, July 22, 1946.

Tennis players on the Indiana State Teachers College court are (L-R): Ralph Berry, Gerry Penman, and Bill Veach. They are photographed by Carolyn Gillis (far right). Published in the *Tribune-Star*, August 25, 1946.

THE MARTIN PHOTO PRESERVATION UNIVERSITY



UNIVERSITY
INDIANA

PHOTOGRAPH PRESERVATION

The contemporary photograph is a fragile chemical emulsion affixed to a sheet of paper, easily damaged by dirt, light, heat, cold, and moisture. Always store your photographs in a manner which will minimize damage and employ a mounting/exhibit method which can be "undone" if necessary.

- Photographs and negatives require a stable environment with minimal fluctuations. Avoid damp basements and hot attics. The ideal temperature range is 65-70 degrees with a relative humidity of 35-45 percent.
- Secure storage would involve placing the photograph in a properly labeled acid-free envelope or sleeve. Avoid marking with ink. If you must mark the photograph, use pencil to label the outer edge of the back side.
- All adhesives and fasteners will damage a photographic print. Avoid glues, rubber cement, adhesive tapes, marking pens, staples, paper clips, and adhesive album pages.
- Use a mat when framing photographs. Do not let the photograph touch the glass. Ideal framing conditions would include acid-free matting and tinted glass.
- A photograph will fade, so avoid direct exposure to intense light. Color photographic prints are particularly unstable and prone to fading with time. Consider duplicate black and white prints.
- Be considerate of the future. Proper identification of photographs should include complete names or subjects, dates, events, and places. Your descendants and future historians will thank you.

Indiana State University

UNIVERSITY ARCHIVES POLICY STATEMENT

The University Archives, located in Cunningham Memorial Library, is the designated repository for official records of Indiana State University.

The Archives contains a body of publications, theses, minutes, correspondence, student records, personnel records, photographs, financial records, and faculty publications dating back to the earliest years of the Indiana State Normal School. The use of these materials is subject to restrictions stipulated by the depositor, whether official or private. The purpose of the Archives is to preserve materials having intrinsic historical, legal, evidential and/or administrative value to the University, thereby providing the University with useful documentation of the people, policies, and events of its past years. The archives constitutes the most significant and steadily growing resource for research at all levels into the history of the University community, provides a means of accountability in its governance, and serves as a basis for continuity in its administration.

The responsibilities of the University Archives Committee are: 1) to codify statements of policy for the University Archives; 2) to revise these policies when necessary; and, 3) to advise the President and other administrative officials of the University in records policy administration.

COLLECTION POLICY

The University Archives is the repository for all records of enduring value officially made or received by Indiana State University, and, in conjunction with the Department of Rare Books and Special Collections of Cunningham Memorial Library, for other materials of historical value related to the function of the University.

The following types of materials are accessioned by the University Archives:

1. Official records emanating from any unit of the University.
2. Publications emanating from any unit of the University.
3. Records of individual faculty and staff created in their official capacities in the University.

4. Historical records and manuscripts which supplement the official record of the University and place it in a local/regional context.
5. The records and publications of student organizations and groups, and the publications edited by students.
6. The records and publications of University affiliated organizations.
7. The original or prime copy of any thesis, dissertation, or project accepted by the University in fulfillment of requirements for any advanced degree.
8. Photographic material, including prints and negatives of still and motion pictures relating to the campus, buildings, faculty, students, events, and life of the University.
9. Audio-visual materials, including microforms, video tapes, phonotapes, and discs of University events, programs, speeches, interviews, etc.
10. Cartographic material and blueprints created as part of the official function of an academic department or service unit of the University.

RECORDS POLICY

The following regulations concerning the preservation of records shall be observed by all administrative and instructional officers of Indiana State University.

1. All records of the activities of any unit of the University are the property of the University. These records include: correspondence; memoranda; minutes; student, personnel, patient, client, financial and business records; audio and visual material; machine-readable records; publications; publicity material; speech copies; blueprints; cartographic material; and all other items that officially document the work of the University and its components.
2. Administration and disposition of official university records is governed by this University Archives Policy Statement and supplemental records policies governing the disposition of certain types of confidential records under state and federal law, professional ethics guidelines and administrative restrictions. Copies of these supplemental records policies are reviewed by the University Archives Committee and are on file in the University Archives and in the office maintaining legal custody of such records. Neither this University Archives Policy Statement nor the supplemental records policies on file and recognized by the University may be compromised or altered without prior notification of the University Archives Committee.

Non-University Printed Material-- At least one copy shall be preserved in cases where non-University printed material is an integral part of an archives group or collection of papers. If such material is not relevant to a records group or collection but has value for scholars in its own right, it should be retained by the University Archives and, at the archivist's discretion, transferred to the Department of Rare Books and Special Collections or another repository.

USE OF RECORDS IN UNIVERSITY ARCHIVES

PERMISSION TO EXAMINE

Material housed in the University Archives does not circulate.

Permission to examine records and manuscripts will be granted to qualified researchers upon completion of an application form provided for that purpose. To satisfy legitimate research and information needs, the University Archives shall make available records and manuscripts in its care, subject to the following restrictions:

1. Those imposed by the office of origin or its successor, or donor.
2. Those imposed by the Archivist for the protection of materials and their archival processing; and considerations pertaining to applicable federal and state statutes.

Restrictions in the first category noted above may be of the following type:

CLOSED. Papers not available for use until a certain lapse of time which is specified in the terms of the acquisition.

RESTRICTED. Papers not available for use without the written consent of the office of origin or its successor, or the donor.

In certain cases the Archivist may require patrons to use microfilm or photographic copies of original records or manuscripts.

Permission to examine records or manuscripts is not an authorization to publish or publish from the materials.

3. Records not governed by disposition guidelines in existing records policies recognized by the University are not to be destroyed without prior permission of the University Archivist. When records are no longer needed by the office of origin (or its successor) for the routine conduct of business, the University Archivist will be notified and arrangements made for the transfer of valuable records to the Archives. Records scheduled for destruction under existing records policies will be identified prior to their destruction. The Archives and office of origin will retain listings of records destroyed under University records policies.

4. Official files are to be transferred to the Archives as they are arranged in actual use, since their organization reflects the function of the office of origin. The University Archivist stands ready to advise on the care and arrangement of records and serve in an advisory capacity for current records management in units of the University.

5. Conditions of access to materials deposited in the Archives may be specified by the originating or successor office, in accordance with policy decisions of the University administration and the laws of the State of Indiana. Records housed in the Archives are non-circulating and restricted to in-house use except by authorization of the Archivist. If necessary, the office of origin or its successor may withdraw on temporary loan records which it has deposited, with the exception of fragile records which may be supplied in copy.

RETENTION POLICY

The University Archives shall examine its holdings and incoming material with the prime objective of retaining material of research, legal, and administrative value to Indiana State University. Material with limited value may be microfilmed and then the Archives will dispose of the originals.

Based on collection development priorities identified by the University Archives Committee, the following criteria shall be followed in examining for retention the acquisitions of the University Archives:

Records, Manuscripts, and Other Irreplaceable Material-- Each distinct item, in whatever form, of such material shall be preserved.

University and University-Related Printed Material-- When available, two copies of all publications, minutes, newsletters and other unique printed matter created in each unit shall be procured and preserved. Duplicated copies beyond the number of two shall be retained, as long as space is available, for the purposes of exchange, deposit elsewhere, and lending.

PERMISSION TO PUBLISH

To the extent that it may properly do so, the University Archives will ordinarily grant the usual permission to publish to qualified researchers. Written request for the right to publish must be made. Researchers wishing to publish records or manuscripts, either in whole or in part, are urged to make application before proceeding with research and publishing plans.

If permission to publish is granted, the location and identity of the records or manuscripts should be cited in the published work in the form supplied by the University Archives and the publication shall be reported to the Archives. Copies of all such publications are welcomed for deposit in the archives.

In giving permission to publish records or manuscripts, Indiana State University does not surrender its own right thereafter to publish or to grant permission to others to publish.

PHOTODUPLICATION

The University Archives will, on written request, supply xerox or microfilm copies of its record and manuscript holdings, subject to the approval of the Archivist. The University Archives reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of copyright law. The cost of such services is to be incurred by the researcher.

PROTECTION OF MANUSCRIPTS

As a condition of the use of records and manuscripts, the researcher is responsible for the safety of the materials and for abiding by the rules of the University Archives for their protection.

FOOTBALL FISH FRY

MEMORIAL STADIUM

Thursday, Sept. 4 6:00 PM

\$4.00 per person



Come meet the Football Team & Staff,
Cheerleaders, Sparkettes & Band

**A GREAT WAY TO KICK-OFF
THE SEASON!!**

CLIP & RETURN

Athletic Ticket Office
Indiana State University
Terre Haute, IN 47809

Tickets will not be mailed - pick up at stadium

_____ TICKETS @ \$4.00 TO SPONSOR AN ISU PLAYER \$ _____

_____ I WILL JOIN MY SPONSORED PLAYER AT 5:45 PM
YES / NO AT THE MAIN GATE.

_____ TICKETS @ \$4.00 TO SPONSOR A MEMBER OF THE
BAND, CHEER TEAM OR SPARKETTES \$ _____

_____ TICKETS @ \$4.00 FOR MY FAMILY \$ _____

TOTAL ENCLOSED: \$ _____

SPONSOR'S NAME _____

ADDRESS _____
